



HERITAGE TREE OR STAND NOMINATION CHECKLIST

This checklist is to assist in the preparation of a nomination.

OCMC Chapter 12.32 - HERITAGE TREES

1. Heritage Tree or Stand Nomination Form
____ Tree Species, Size, and Condition
____ Criteria for Nomination
2. (*Optional but Recommended*). Arborist Report or Stand Condition Report prepared by a qualified professional (certified arborist, forester, horticulturalist, etc.). This report should detail the common name, scientific name (Genus and species), age, diameter at breast height (DBH), height, canopy spread, and health of the tree, including any hazardous conditions or diseases that may be present.
3. Site Plan, drawn to scale, that clearly indicates the location of the tree or stand. It is strongly recommended that the site plan include the following information:
 - Location of any Public Utilities (Sewer, Water, Storm, Powerlines, Private Utilities, Gas, Electric, Sewer, Water, Storm, etc.), if known. Utility Locating is free – call Oregon Utility Notification Center (OUNC) - Call: 1-800-332-2344 (or 811)
 - Easements
 - Distance from the tree to the property lines
 - Slope (Contour lines)(Create a Site Plan and Map on OCWebMap – go to <http://www.orcity.org/maps> for details)
4. Current photographs of the tree from various angles, including from the street. These may be emailed.
5. Additional information to support the nomination request, which may include:
 - Written narratives regarding the tree’s history
 - Evidence of tree care maintenance, such as pruning operations, fertilization methods, etc.
 - Old photos of the tree
 - Any Historic Resource or Landmark designation for the property where the tree is growing. Contact Planning Staff or visit <http://www.orcity.org/planning/historic-resources> for information.
 - Any other information that you wish to provide in support of the nomination.